

# Logistics Note for Participants

## Resumed meeting of the Executive Board



19-20 NOVEMBER 2019



Nairobi, Kenya

### INTRODUCTION

The General Assembly of the United Nations, in its resolution 73/239 of 20 December 2018, decided that the Executive Board of the United Nations Human Settlements Programme (UN-Habitat) should meet for its first session in Nairobi in 2019 for a duration of three days, after the election of its members by the United Nations Habitat Assembly (UN-Habitat Assembly). The UN-Habitat Assembly, a universal membership consisting of 193 Member States of the United Nations held its first session from 27 -31 May 2019, and inter-alia, elected in May 2019 the 36 members of the Executive Board. The Executive Board held its first meeting for one day on 30 May 2019 on the margins of the first session of the UN-Habitat Assembly. At that meeting, the Executive Board decided to resume that first meeting at a later date in November 2019. Pursuant to that decision of the Executive Board on 30 May 2019 to resume its first meeting in November, the Bureau of the Executive Board met on 21 June and agreed that the resumed meeting of the Board should be held on 19 and 20 November. Accordingly, the up-coming resumed meeting of the Executive Board of UN-Habitat for 2019 will be held at the United Nations Office at Nairobi (UNON Complex), United Nations Avenue, Gigiri, Nairobi, Republic of Kenya, from Tuesday to Wednesday 19 to 20 November 2019.

<https://new.unhabitat.org/governance/executive-board/first-meeting-resumed#Information>



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## GENERAL INFORMATION ON KENYA

Officially known as the Republic of Kenya, the Country is on the east coast of Africa, and lies on the equator bordered by Tanzania to the South, Uganda to the West, South Sudan to the North-West, Ethiopia to the North and Somalia to the North-East.

The Capital, Nairobi, is a regional commercial hub with a population of about 4.5 million. Other major cities include Mombasa, which is the main seaport of the Indian Ocean, and Kisumu on Lake Victoria. The official language is English, and the national language is Kiswahili.

Kenya is three hours ahead of GMT.

### Currency

The official currency of the Republic of Kenya is Kenya Shilling (KES). The current exchange rates of various currency which are subject to change are approximately:

**1 US Dollar = KES 100**

**1 EUR = KES 112**

For more information on exchange rates, visit the link below:  
<https://www.centralbank.go.ke/rates/forex-exchange-rates/>.

Foreign currencies can be changed at the Jomo Kenyatta International Airport (JKIA) through banks and foreign currency exchange bureaux located at the airport or in town.

Banks in the Country are generally open Monday-Friday from 09.00 to 16.00 with some opening from 09.00 to 12.00 on Saturdays. ATMs are available at the airport, in shopping malls and stores at petrol stations. ATM and banking services are also available inside the United Nations Complex in Gigiri (see below).

### Weather

Kenya enjoys a tropical climate. The month of November falls within the short rainy season, so rains can be expected with temperature between a maximum average of +25°C (77°F) and a minimum average of +14 °C (57 °F). It is warmer in the coastal areas.

### Electricity

The electrical currents are 220 -240 Volts, 50 Hertz and 13A 3 square wall switch socket outlet are used.

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## Arriving in Kenya

### Jomo Kenyatta International Airport (JKIA)

Most international flights arrive at the Jomo Kenyatta International Airport, located in Nairobi's Embakasi suburb, 15 kilometers south east of Nairobi's central business district and 25 kilometers from the United Nations Complex in Gigiri.

### Visas

It is the participant's own responsibility to obtain a visa for the Republic of Kenya. Any participant who needs a visa should obtain one as early as possible from the Kenyan Embassy/ High Commission in the participant's country of residence or in the region. The information provided here acts only as guidance.

A valid passport, valid for at least six months from date of arrival, is required for entry into the Republic of Kenya. For more information on visa requirements to the Republic of Kenya, please visit: <http://evisa.go.ke/eligibility.html>

Visa application forms are available via this link: <http://evisa.go.ke>. Under certain circumstances, and only for selected countries, it is still possible to obtain visas upon arrival at the Jomo Kenyatta International Airport in Nairobi. The fee is USD 50 for single entry. This information should be confirmed on the website of the Government of Kenya.

### Port of Entry Health Requirements

#### Yellow Fever

A yellow fever vaccination certificate is required if you are arriving in the Republic of Kenya from a country with risk of yellow fever transmission. Advice on all vaccinations recommended for visitors can be obtained from the Kenyan Embassy/High Commission or on the visa website indicated above. Information is also available on the WHO website via this link: <http://www.who.int/ith/en/>  
Travelers arriving from countries listed below are required to possess a valid vaccination certificate for yellow fever :

Angola, Argentina, Benin, Plurinational State of Bolivia, Brazil, Burkina Faso, Burundi, Cameroon, Central African Republic, Chad, Columbia, Congo, Cote d'Ivoire, Democratic Republic of the Congo, Ecuador, Equatorial Guinea, Ethiopia, Gabon, the Gambia, Ghana, Guinea, Guinea-Bissau, Guyana, Liberia, Mali, Mauritania, the Niger, Nigeria, Panama, Paraguay, Peru, Rwanda, Senegal, Sierra Leone, the Sudan, Suriname, United Republic of Tanzania, Togo, Trinidad and Tobago, Uganda, Bolivarian Republic of Venezuela.

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### Malaria and other illnesses

Malaria is not generally found in Nairobi but is present in other areas of Kenya including the coastal areas. Clothings like long trousers and long sleeves that may protect the arms and legs from mosquito bites and use of repellents and bed nets are advised.

Food and waterborne diseases including diarrhea are present. Drinking water directly from the taps is not advisable. Drink only bottled water with unbroken seals. Avoid raw foods other than peeled fruits and vegetables and wash hands frequently with soap and water.

### Airport Reception

Participants arriving at Jomo Kenyatta International Airport in Nairobi will be welcomed at the airport by UN-Habitat staff at UN-Habitat branded counters at all the arrival areas. Staff will assist with arrival formalities and provide information on transport from the airport to the hotels at the cost of the participant. More information on recommended ground transport is provided herein. Government of Kenya representatives will also be on hand to assist.

**Further in formation on airport reception may be obtained at the following numbers: JKIA telephone numbers: +254 (0) 20 682 2111 / +254 (0) 20 661 1000/2000**

For UN-Habitat arrival protocol support, please contact :

**Mr. Chris Mensah.**

**Email:** [chris.mensah@un.org](mailto:chris.mensah@un.org)

**Telephone Number: +254 732 689 199**

### Security

The United Nations Offices at Nairobi and Kenyan Authorities will ensure that all precautionary measures are taken for Executive Board participants' safety and security.



However, participants are responsible for their movements outside the United Nations Complex and it is recommended to:

- Avoid crowded areas.
- When walking, keep to the main roads and avoid shortcuts through back alleys and similar routes. However, where possible, take a taxi rather than walking.
- Never walk at night in the city center even for a short distance – always take a taxi.
- Ignore street children and people coming to you in the streets with hard-luck tales. They may be pickpockets or part of elaborate scams.
- Be wary of people loitering outside hotels. Stay informed: Read/listen to local news.
- Cooperate with security apparatus when they conduct security operations. Carry identification at all times.
- Tell someone where you are going and when to expect you back.
- Have emergency numbers registered on your phone.
- Ensure your mobile phone is fully charged (especially when you leave to go to public places) and that you have sufficient credit to make calls.
- Make use of safes in hotel rooms and **DO NOT** carry large sums of money. Avoid carrying credit cards, wearing expensive jewelry or watches when walking on the streets.
- Do not accept food and drinks from strangers.

## UNON COMPLEX

### Access to the complex and available services

The United Nations Office at Nairobi (UNON Complex or United Nations Complex) will be the venue for the resumed meeting of the Executive Board, located on United Nations Avenue in Gigiri, in the northern part of the City of Nairobi, about 25 kilometers from Jomo Kenyatta International Airport. The 140-acre United Nations Gigiri complex is a peaceful environment, next to the expansive Karura Forest.

### Parking and Security at UNON

All Participants must disembark at the pavilion entrance and be screened before entering the UNON Complex.

Access to the UNON Complex for the period of the resumed meeting of the Executive Board will remain open to all official Embassy vehicles registered with United Nations Department of Safety and Security (UNDSS) and drivers with valid UNON issued IDs. With respect to non-official vehicles used by delegations, heads of delegations or ministers, details of the vehicles and driver must be sent in advance to Ms. Silvia Ragoss at [silvia.ragoss@un.org](mailto:silvia.ragoss@un.org) and to the Secretariat of the Governing Bodies at [unhabitat-sgb@un.org](mailto:unhabitat-sgb@un.org) for a temporary Meeting Decal and driver pass to be issued. Embassies are encouraged to use official vehicles with United Nations parking decals.

Parking of these vehicles is restricted to the delegates' parking area. Due to the limited parking facilities within the UNON Complex, it is preferred that Embassy vehicles without diplomatic number plates limit their business within the compound to dropping off and collecting and should depart the compound immediately upon completion of such tasks.

Participants who are accompanied by armed close protection officers into the UNON Complex are requested to send the following information to UNON Security in advance: Full name of each close protection officer, full name and title of each participants being provided with protection, identification or credentials of each protection officer (passport, national ID card, etc.), copy of Government of Kenya firearms permit or temporary import/export firearms permit, the weapon make, model, serial number, caliber, and number of rounds of ammunition.



The information should be sent to the United Nations Security contacts listed below:

**Mr. Mark Fletcher**  
Assistant Chief, Security & Safety Services  
[fletcher@un.org](mailto:fletcher@un.org)

**Inspector Mr. Andrew Bakhoya**  
[andrew.bakhoya@un.org](mailto:andrew.bakhoya@un.org)

**Telephone:** +254 (0)798 474783  
+254 20 762 6666;  
+254 (0)720 629 999; and  
+254 (0)733 629 999

Mediterraneo Restaurant, and on the same side of the road housing Kenya Commercial Bank, Equity Bank, and 1&M Bank.

### Banking Services at the UNON Complex

The banks inside the UNON complex are all on the lower concourse, and they all have ATMs and are open weekdays. Kenya Commercial Bank (KCB) Gigiri Branch and the United Nations Federal Credit Union (UNFCU) are open 08:30 to 16:00 while the Standard Chartered Bank which is opposite KCB Bank, opens from 9:00 to 16:00.

The ATMs are open 24 hours. Two are next to KCB for local and United States Dollars currencies, one near the UNFCU for United States Dollars currency, and one at Standard Chartered Bank for local currencies.

There are also two ATMs (KCB and UNFCU) at the UN Commissary on the northern end of the United Nations Gigiri Complex.

### Banks and Exchange Bureaux close to the UNON Complex:

**The Emerald Garden's Bureau de Change** is 200 meters from the UNON Gigiri Complex. Turn right and cross the road from the main gate and find a Chinese pagoda building to your left, where the Forex Bureau de Change is located on the first floor. Other banking facilities are available at the same location.

**Warwick Centre** can be accessed as follows: from the main gate of the United Nations, cross the road, turn left and walk about 100m. The building will be to your right, in a complex of shops, banks, restaurants and offices.

**Gigiri Square** is next to Warwick Centre, but before the

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The Village Market which is a shopping complex and a 3-minutes taxi drive from the main gate of the United Nations has several banks and forex bureau.

## Pre-registration for the Resumed meeting of the Executive Board

### On-line Registration

The resumed meeting of the Executive Board is a meeting of the 36 Members of the Executive Board but open to the following as observers;

- Member States of the United Nations who are not members of the Executive Board,
- Member of a United Nations specialized agency,
- Organizations of the United Nations system;
- Intergovernmental organizations and
- Non-governmental organizations in consultative status with ECOSOC or previously accredited to participate in the first session of the UN-Habitat Assembly which took place from 27 -31 May 2019.

All participants, including Member States Delegations who are based in Nairobi, Kenya, holding a ground pass to access the UNON Complex, are required to register online at <https://unhabitat.org/firstexecutive-board-meeting-resumed>.

**Please note that on-line registration will close on Wednesday, 13 of November 2019 at midnight, East Africa Time (EAT).**

### Please note that:

The registration and participation of non-governmental organizations in the upcoming meeting of the UN-Habitat Executive Board is subject to the provisions of Rule 69 of the [Rules of Procedure of the UN-Habitat Assembly](#) as well as rule 17 of the [Rules of Procedure of the Executive Board](#) of UN-Habitat.

Consequently, please proceed with the registration only if your non-governmental organization is in consultative status with the United Nations Economic and Social Council (ECOSOC) or is accredited to the UN-Habitat Assembly. If so, you will be required to bring with you proof of accreditation or consultative status.

In that respect, please see the current list of organizations accredited [to the UN-Habitat Assembly](#) or [in consultative status with ECOSOC](#) herein.

All queries regarding accreditation for civil society organizations should be directed to Ms. Lucia Kiwala (Tel. +254 20 762 23025, email: [lucia.kiwala@un.org](mailto:lucia.kiwala@un.org)).

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## On-site Registration and Badging

On-site registration will begin at 08:00 a.m on Monday, 18 November 2019 within the UNON Complex. **All international participants will be required to show proof of identity with a valid national passport or in the case of Kenyan nationals, an identification card, upon arrival at the registration area.**

To avoid long queues on the day of the official opening, participants are strongly encouraged, to pre-register online and to make use of the early start of accreditation and to collect their badges before the opening day.

Registration and badge issuance can be done on behalf of delegates as long as the authorized person carries with them an official note with his name and ID number; together with the official note listing the names of the delegates.

The on-site accreditation desk will be located at a tent just beyond the Visitors' Entrance of the UN Gigiri compound. On-site accreditation will be open as follows:

DAY	TIME
Monday , 18 November 2019	08.00 – 16.30
Tuesday, 19 November 2019	09.00 -16.30
Wednesday, 20 November 2019	09.00 -14.00

## Ministers and Heads of Delegation

Ministers and Heads of Delegations will be issued with photo badges, provided they are pre-registered online and that an official Note Verbale from the Permanent Mission in that respect is presented at the point of collection. The Note Verbale should state the name of the collector and the full name of the Minister or Head of Delegation (including passport number and designation) whose badge is being collected. The badges will be available for collection from Monday, 18 November 2019.

## Change in Registration details

In case of any changes to the registration details, please login into your registration account using your credentials and amend where necessary, otherwise please write to [unhabitat-registration@un.org](mailto:unhabitat-registration@un.org) for assistance. In case of questions concerning the Executive Board meeting , please contact the Secretariat of the Governing Bodies of UN-Habitat via email to: [unhabitat-sgb@un.org](mailto:unhabitat-sgb@un.org).

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## Media Registration and Facilities

Media personnel who already have a valid United Nations grounds pass for Nairobi will not require additional accreditation for the meeting.

All others will require United Nations accreditation by presenting a letter of assignment, one form of valid identification (e.g. press card, ID, or passport) and proof of media affiliation. These items should be presented when registering for the Executive Board meeting at the Visitors' Pavilion. A media registration desk will be available at the Visitors' Pavilion at the entrance of the UNON Complex.

Any enquiries on media accreditation may be sent to [grancia.ndiwaita@un.org](mailto:grancia.ndiwaita@un.org)

## Paper-Smart meeting

Participants and delegates are encouraged to bring laptops or iPads and smartphones, as all documents will be online.

## Wi-Fi

Free Wi-Fi facility will be available in the UNON complex and all meeting rooms. Select the wireless network connection named 'VISITORS' or 'DELEGATES'

## Canteen Services/Restaurants inside UNON

Caterers within the United Nations Complex provide food and beverages for breakfast, lunches and snacks and can also organize food and drinks for private functions, dinners and receptions.



## UNON MAIN CAFETERIA

- Operated by **Safari Park Hotel**.
- Located next to the compound roundabout area (+254 20 762 21907).

## DELEGATES LOUNGE

- Operated by **River Café**.
- Waiter service dining between conference room 1 and Kenya Commercial Bank.
- More informal cafe at United Nations Recreation Centre, near the main gate of the UNON Compound. (+254 20 762 22647)

## OLD CAFETERIA

- Operated by **Amaica Restaurant**.
- Located Between the UNON Main Cafeteria and the Commissary (+254 20 762 22496)

## COFFEE STATION BETWEEN UNEP AND UN-HABITAT BUILDINGS (NOF 2,3,4)

- Operated by **The Good Food Company**
- UNEP and UN-Habitat buildings NOF 2,3,4
- Hot and cold drinks, snacks and sandwiches, counter service and seating inside or in the garden. Providing tea and coffee services for offices during meetings if required and can set up meeting tables as well as service meeting/conference rooms. They can finger foods, pastries and sandwiches during the day and after-hours during conferences. Please contact:

**Sam Jethwa, Co-Owner** [sam@tgfc.co.ke](mailto:sam@tgfc.co.ke)

**Claudia Mueller, Site Manager** [info@tgfc.co.ke](mailto:info@tgfc.co.ke)  
+254721169427

## Postal/Courier Services

The post office in UNON is located on the lower concourse, adjacent to the Kenya Commercial Bank, United Nations Gigiri Branch, is open from 9:00 to 5:00 weekdays. Tel: +254 (0)20 7622453.

The DHL courier services are open from 9:00 to 17:00 from Monday to Thursday and from 9:00 to 16:00 on Friday inside the Post Office- +254 20 762 2579, +254 20 762 2580 or +254 (0)773 539803.

## Medical Services

Medical costs incurred in the Republic of Kenya will be the direct responsibility of the participant. It is therefore strongly recommended that participants arrange their own travel health insurance prior to arrival.

## Emergency Service inside UNON

The UNON Clinic which is a Joint Medical Service located on the UNON Complex will be available in cases of emergency during the Executive Board meeting. The UNON clinic is located in Block F ground floor, Room 117. The contacts are below:

**Reception contacts:** +254 (0) 20 7862 2267,  
+254 20 762 2268

**Emergency contacts:** +254 (0) 20 762 5999,  
+254 (0) 724255378

**Email:** [unon-jms-medical@un.org](mailto:unon-jms-medical@un.org)

**Open:** Monday – Thursday: 10:00 to 12:30 and 14:00 to 16:00

**Friday:** 10:30 to 13:30 and during meeting hours.

No service is available over the weekends. For assistance during the weekend please dial the 24 hours UNON control room: +254 (0) 20 762 6666.

## Public hospital in Nairobi:

### KENYATTA NATIONAL HOSPITAL - NAIROBI

Hospital Road, Upper Hill, Nairobi, Kenya Tel:

+254-2027263009

[www.knh.or.ke](http://www.knh.or.ke)



## Private hospitals in Nairobi:

### NAIROBI HOSPITAL, MAIN HOSPITAL BRANCH

Argwings Kodhek Rd, Nairobi Tel:  
+254-202845000  
Mobile: +254-7222000  
<http://www.nairobihospital.org/>

### NAIROBI HOSPITAL, OUTPATIENT WARWICK CENTRE BRANCH (in front of the U.N compound)

Warwick Centre, United Nations Avenue,  
Mobile : +254 -703 072000  
<http://thenairobihosp.org/>

### AGA KHAN UNIVERSITY HOSPITAL, NAIROBI

Aga Khan Hospital, 3rd Parklands Ave, Nairobi tel:  
+254-203662000  
Mobile: +254-711092000  
<http://hospitals.aku.edu/nairobi/Pages/home.aspx>

### NAIROBI WOMEN'S HOSPITAL, HURLINGHAM

Hurlingham Medical Plaza  
Argwings Kodhek Road Nairobi  
00202, Kenya  
Mobile: +254-733618353/+254-728249825  
<http://nwch.co.ke/>

### MATER HOSPITAL

Dunga Rd, South B, Industrial Area, Nairobi  
P.O. Box: 30325-00100 Nairobi GPO Tel:  
+254-206903000  
Mobile: +254-719073000 +254-732163000 [www.materkenya.com/](http://www.materkenya.com/)

### MP SHAH HOSPITAL

Shivachi Road, Parklands  
P.O. Box 14497-00800  
Nairobi, Kenya  
Tel: +254-204291000 +254-722204427  
<http://www.mpshahhosp.org/>

## OTHER INFORMATION

### Accommodation in Nairobi

Participants should make their own hotel reservations for their stay in Nairobi. A list of hotels and guest houses that have UN-negotiated rates, and have been cleared by the UN Department of Safety and Security in Nairobi, are included in the following links:

- Nairobi Hotel Rates 2019:  
<https://new.unhabitat.org/sites/default/files/2019/02/Hotel-Rates-2019-1.pdf>
- Guest House near UN Compound, Gigiri, 2019  
[https://new.unhabitat.org/sites/default/files/2019/10/guest-houses - 2019-1\\_1.pdf](https://new.unhabitat.org/sites/default/files/2019/10/guest-houses - 2019-1_1.pdf)

While participants are not required to use the hotels and guest houses on the list, they should be vigilant about selecting safe and appropriate accommodation.

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## Car Hire and Shuttle/Taxi Services

Many hotels provide courtesy shuttle services to and from Jomo Kenyatta International airport and in some cases, from the hotel to the UNON Complex. Visitors should inform their hotel about any transportation needs prior to their arrival. Visitors can arrange a taxi through BCD Travel Agency +254 722 128 076/+254 723 099 979 or may use Uber or reputable taxi companies as recommended below (payment in Kenyanshillings):

<b>Hilltop</b>	<b>+254 (0)20 272 3270</b>
<b>Jaycab Taxis</b>	<b>+254 (0)20 721 0520 or +254 (0)733 750455/ (0)723 239750</b>
<b>Jatco</b>	<b>+254 (0)20 444 8162 or +254 (0)733 701494/ (0)722 648383</b>
<b>Jimcab</b>	<b>+254 (0)20 712 2565 or +254 (0)737 333222/ (0)722 711001</b>
<b>Kenatco</b>	<b>+254 (0)20 250 6790 or +254 (0)705 780011/ (0)705 780016</b>

Visitors should note that traffic can become very heavy at times. While it is only 25 km from the airport to the UNON Complex, the trip can take between 45 and 120 minutes depending on the time of day. City rush hours are 07:00 – 09:00 and 16:00 – 19:00.

## Emergency Contact Numbers

United Nations Common Radio Room	020-7622053/2116,0707722503, 0707722505
United Nations Security	020 -7626666 0720629999 0733629999
United Nations Joint Medical Services	020-7625999 0724255378
Diplomatic Police (DPU)	0708589522 0731170666 0725542965 0738701229 0772092 626
Police	999, 112
St. Johns Ambulance	0202210000/2241000, 0721225285

